State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 25 -09

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Health & Nutrition Services

Original Signed

Lynn Ladd, NSLP Health Director
Leonora Renda, NSLP Nutrition Director
School Health & Nutrition Programs

Date: April 24, 2009

RE: NSLP 2009-2010 School Year Rollover

The purpose of this memo is to provide all School Health and Nutrition Program sponsors with vital information to meet application and training requirements for the new school year. The 2009-2010 Comprehensive Workshop Brochure is enclosed for your review. The following topics are discussed in this memo:

➡National School Lunch Program (NSLP) Annual Rollover
➡E-Memorandum Reminder
➡Mandatory Training Requirements
➡Food Distribution Program

National School Lunch Program Annual Rollover

Online Application Instructions:

NSLP sponsors are required to submit the site and sponsor online applications each school year. After June 1, 2009, online site and sponsor applications for the 2009-2010 school year will be available to complete and submit for approval. The sponsor's participation on the NSLP begins when the 2010 online site and sponsor applications for the 2009-2010 school year are approved by Arizona Department of Education (ADE).

A Common Logon username and password is required to enter the CNP Web in order to access and submit your online site and sponsor applications for the 2009-2010 school year.* Instruction on how to submit the application are listed below:

- Access the CNP Web applications page and select program year 2010 from the drop down box.
- The previous school year site and sponsor application information will rollover in CNP Web. Make any necessary changes and submit the new applications for school year 2009-2010.
- All sponsors must ensure the online site and sponsor applications are:
  - o Completed, submitted, and approved by your assigned School Health & Nutrition Specialist prior to the first day of meal service in order for those meals to be claimed. Please allow three weeks for approval of your applications. Online site applications must be submitted before the online sponsor application.
- Sponsors contracting with a Food Service Management Company, or are a district that provides meals to schools outside of your district:
  - o A new agreement or renewal of the existing agreement will be required prior to approval to the School Health & Nutrition Programs. Visit www.ade.az.gov/health-safety/cnp/nslp/Operating/ContractingforMealService.asp for more information.
  - o Please review the Application Checklist to ensure that all of the required documents have been submitted. **Your online sponsor application in CNP Web will not be approved until all the "checklist items" are submitted and approved**.
- Sponsors who are adding sites to the CNP Web system:
  - o All paperwork located on the 'How to Apply' page at website listed below must be completed and submitted to ADE before a new school is added to the CNP Web system.http://www.ade.az.gov/health-safety/cnp/nslp/Operating/HowtoApply.asp.
  - o Health & Nutrition Sponsor – Site Add/Change/Delete form must be completed and submitted to ADE to add a new school to your online application. The form may be found at: www.ade.az.gov/health-afety/cnp/nslp/Operating/AddChgDistSchool.pdf.
  - o Any questions concerning the addition of a new school or site should be directed to Michelle Roberts at (602) 542-8725.
- Sponsors with sites that have a separate Head Start/Preschool operations on their campus to which they deliver meals, the separate Head Start/Preschool operations must be entered under that site as a second point of service not under the sponsor as a separate site.

Note* *Sponsors are responsible for keeping individual Common Logon accounts confidential, accurate and up-to-date. Consulting firms contracting with a Local Educational Agency (LEA), including Food Service Management Company employees, are not authorized to complete the CNP online application, direct certification and verification and claiming process and will not be provided with Common Logon rights to enter such data. Also, please notify the Arizona Department of Education (ADE) Health and Nutrition Services if an individual with a Common Logon username and password leaves your organization as the account must be immediately disabled. Any new employees, who will need a new account, must submit a request using the Common Logon Security Agreement and attend Computer Track training.*

Provision 2 and 3 Schools in a Base Year:

Sponsors with sites operating Provision 2 or 3 who are entering into a base year for SY 2009-2010 must submit the Special Assistance Participation application to ADE by June 1, 2009. The paper based

application is available at www.ade.az.gov/health-safety/cnp/nslp . For more information, please contact Ray Campa at 602-364-2374 or Raymond.campa@azed.gov.

Reimbursement Claims:

The date of approval of the online site and sponsor applications in CNP Web is the official approval date for the program.
- Sponsors must file the last 2008 – 2009 claims by July 10, 2009.
- June and July claims CANNOT be combined because the Arizona state fiscal year ends June 30, 2009. Reimbursement rates for the 2009-2010 school year will be posted on the ADE website (www.ade.az.gov/health-safety/cnp/nslp/parentforms/2009-2010/) after July 1, 2009.

Program Forms:

All required program forms for the 2009-2010 school year will be updated and available soon at: www.ade.az.gov/health-safety/cnp/nslp .
- Any revision to the ADE's template program forms (including applications and parent letters) must be sent and approved by your assigned School Health & Nutrition Specialist prior to the use of the revised form.
- The following information pertains to the income based household applications:
  o Distribution of household applications for the 2009-2010 school year **must not** occur before July 1 **AND** no more than 30 days prior to the first day of school.
  o Year-round schools should distribute applications and base eligibility determinations on the current fiscal year income guidelines on or after July 1.
  o Approved applications from the previous school year are only valid for the first thirty days of operation for the new school year.**
  o Please be advised that all household applications must contain the following information in order to be considered complete. Only COMPLETE household applications may be certified into an eligibility category (Free/Reduced/Paid). (CFR 245.2)
     ▪ Names of ALL household members in Part 5 **(all students must be included in Part 5 as household members).**
     ▪ Amount and source of current income must be identified for each household member who received it. Each household member **(all students must be included in Part 5 as household members)** who does not have income must have an indication of zero income on the application. Zero income may be indicated by checking the "no income" or by inserting $0. **All applications that have household members without income and do not have an indication of zero income on the application as defined above are considered an incomplete application and fiscal action will be calculated during a Coordinated Review Effort (CRE).**
     ▪ Signature of an adult household member
     ▪ Complete social security number of the adult household member who signs the application or an indication that the household member does not have one.

** **Note:** *The 30 day roll-over of eligibility does not apply to sponsors operating Provision 2 or Provision 3. Sponsors that are completing their last non-base year cycle in SY 2008-2009 and starting their next base*

year in 2009-2010 must start the school year with all students in the paid category until a new certification can be determined. Please refer to the Provision 2 & 3 Guidance Manual for additional options and guidance at: http://www.ade.az.gov/health-safety/cnp/sa/download/manual.pdf

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E-Memorandum Reminder

The Health & Nutrition Services Unit posts all memoranda to the Health & Nutrition website: www.ade.az.gov/health-safety/cnp/nslp . **All NSLP Sponsors are responsible for all information provided in Child Nutrition (CN) memos.** No hard copies will be mailed directly to the sponsor.   Please visit the Health & Nutrition website regularly to review the most current information related to the Child Nutrition Programs. Memo review reminders will be posted on the application and claim webpage.

Mandatory Training Requirements

Sponsors who are required to attend training for the reasons listed below will receive a memo from ADE detailing the required training. Please register for all trainings and workshops online at www.ade.az.gov/onlineregistration . Sign up early as trainings and workshop fill up quickly. All sponsors must follow the registration, tardy, and cancellation policies found on page 2 of the 2009-2010 Comprehensive Workshop Brochure.

The training requirements for the 2009-2010 school year are as follows:
- Day 1 and Day 2 of the A+ School Lunch Workshops
  - All Foodservice Directors (or equivalent) receiving an initial, abbreviated or follow-up review.
  - All new sponsors and Foodservice Directors (or equivalent).
  - Sponsors determined by ADE to have a high termination rate during the previous verification cycle.
  - Provision 2 and 3 Sponsors operating a base year in 2009-2010 must attend this training prior to the first day of school.

- Day 1 and Day 2 of Verification training
  - Sponsors determined by ADE to have a high termination rate during the previous verification cycle.

- Provision 2 and 3 training
  - Sponsors who participate in Provision 2 and 3 must attend this training prior to the first day of school.

Food Distribution Program

All NSLP Sponsors may participate in the Food Distribution Commodities Program. Sponsors are required to pay a delivery fee for any cases of commodities received, so please keep this in mind when considering participation in the program. These fees will be paid out of your existing food service budget. For more information, contact a member of the Food Distribution team at FDP@azed.gov.

Food Distribution Commodities Program participation requirements:
- Select "<u>yes</u>" from the drop down box in the General Information section of the Sponsor Application on CNP Web.
- Log in to CNP2000 (the commodity ordering website) and make sure the sponsor delivery locations and contact information have been updated.

Sponsors who are new to the commodity program must:
- Complete and fax a Food Distribution Program Delivery Information Application to (602) 542-6978. The Food Distribution Site Information Sheet is located at http://www.ade.az.gov/health-safety/cnp/fdp/FD-Docs-Examples/1-DeliveryInfoAppSY08_09.pdf.
- Register for a Commodity Ordering Web-base training in order to gain access to the website. To register, please go to http://www.ade.az.gov/onlineregistration/ and click on Health & Nutrition Services: Food Distribution, then find the next available class in your area and click "choose and continue" to begin registering.

If you have questions or concerns regarding this memo, please contact your School Health & Nutrition Specialist at 602-542-8700.

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